

Attachment E1: NOAA Travel Regulations for Foreign Travel

NOAA TRAVEL REGULATION

Chapter 306--Foreign Travel

306-1.2

PART 306-1--Authorization

Sec.

306-1.2 Who has the authority to approve foreign travel?

306-1.4 Where can I find foreign travel information on the Internet?

306-1.2 Who has the authority to approve foreign travel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Executive Director to the Deputy Under Secretary
Director, Public, Constituent and Intergovernmental Affairs
Director, Education and Sustainable Development
Director, Strategic Planning
Director, Legislative Affairs
Director, International Affairs
General Counsel
Director, NOAA Marine and Aviation Operations
Director, Commissioned Personnel Center
Director, Marine Operations Center
Director, Aircraft Operations Center
Chief Financial Officer/Chief Administrative Officer
Chief Information Officer
Federal Coordinator, Office of the Federal Coordinator for Meteorological
Services and Supporting Research
Deputy Directors, Staff Offices
Assistant Administrators
Deputy Assistant Administrators
CFO/CAO, NWS
Director of the Office of Strategic Planning and Policy, NWS
CIO, NWS
Directors, Financial Management Centers, NWS
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR

- Foreign travel for Presidential Appointees must be approved by the Under Secretary and Administrator.
- Foreign travel for the Director, Aircraft Operation Center, will be approved by the Director, NOAA Marine and Aviation Operations.
- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be approved by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.

306-1.4 Where can I find foreign travel information on the Internet?

You can find foreign travel information at the following Internet sites:

Department of State: <http://travel.state.gov>

- Travel warnings/Consular Information Sheets
- Passport services
- Visa Services
- U.S. Embassy and Consulate Web-sites Worldwide

Centers for Disease Control (CDC): <http://www.cdc.gov/travel/index.htm>

- Reference Material
- Disease Outbreaks
- Geographic Health Recommendations
- Summary of Health Information
- Health Information for International Travel

Universal Currency Converter: <http://www.xe.net/currency/>

The World Fact Book - Central Intelligence Agency:

<http://www.odci.gov/cia/publications/factbook/index.html>

- Country Listing
- Reference Maps
- Notes and Definitions
- Appendixes

PART 306-3--Administrative Requirements

Sec.

- 306-3.1 Who processes foreign travel packages for NOAA?
306-3.2 What is a "complete" foreign travel package?
306-3.3 Is a "Defensive Travel Briefing" required for foreign travel?
306-3.4 What will help ensure my safety as a Government employee traveling on official business?
306-3.5 How can I help ensure foreign travel packages will be processed in time for my travel?
306-3.6 What are the lead-time requirements for processing foreign travel packages that do not require visas or passports?
306-3.7 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?
306-3.8 What do I submit to the NTO for an invitational traveler on foreign travel?
306-3.9 How does the NTO process a foreign travel package?

306-3.1 Who processes foreign travel packages for NOAA?

The National Marine Fisheries Service (NMFS) processes all NMFS foreign travel packages and the NOAA Travel Office (NTO) processes all other foreign travel packages.

306-3.2 What is a "complete" foreign travel package?

A complete foreign travel package consists of:

- 1) an approved original and one photocopy of the travel order with a travel order number assigned by the Line/Staff Office. The employee's grade and date of birth must be annotated in the remarks section of the travel order;
- 2) a signed copy of the "Defensive Travel Briefing Acknowledgment Statement;" and
- 3) passport forms, passports, pictures, visa applications, and letters of invitation could be included depending on country requirements.

Please note: Your Line or Staff Office may have other internal requirements.

See NTR, Chapter 306-7.1 for a blank foreign travel checklist.

306-3.3 Is a “Defensive Travel Briefing” required for foreign travel?

Yes. “Defensive Travel Briefings” are required for all employees including invitational travelers on foreign travel. The “Defensive Travel Briefing” consists of an information handout and a “Defensive Travel Briefing Acknowledgment Statement.” The information handout must be read and the statement must be signed, dated, and submitted to the NTO annually. The statement confirms that the traveler has read the information handout. Foreign travel packages without a signed statement will not be processed.

See NTR, Chapter 306-7.2 for a “Defensive Travel Briefing.”

306-3.4 What will help ensure my safety as a Government employee traveling on official business?

- 1) Sign the official passport immediately upon receipt.
- 2) Renew passports 6 months before they expire.
- 3) Obtain visas for any in-transit travel.
- 4) Ensure that country clearance cables are processed by your Line Office’s servicing International Activities Office or by your Staff Office.

306-3.5 How can I help ensure foreign travel packages will be processed in time for my travel?

To provide adequate lead-time to process foreign travel packages, the following procedures should be followed:

- 1) Plan ahead - Determine well ahead of travel dates which staff members will need foreign travel orders, annual briefings, and passports. Predetermine which countries require visas. All visa applications, except those for Australia and Oman, can be faxed upon request from the NTO. For quicker visa service, frequent travelers should keep extra pictures on hand.
- 2) Act promptly - Allow the proper lead-time necessary to obtain visas and passports. For situations where there is not enough lead-time, an advance unsigned copy of the travel order can be sent to the NTO followed by a signed copy. Submit separate documents for each traveler. Provide the NTO with an office contact name and phone number.

306-3.6 What are the lead-time requirements for processing foreign travel packages that do not require visas or passports?

Four-weeks lead-time is required for foreign travel packages that do not require visas or passports. *See NTR, Chapter 306-4.5, 306-5.2, and 306-6.2 for specific lead-time requirements.*

306-3.7 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?

No. NOAA is not responsible for official passports and visas for invitational travelers on foreign travel. Invitational travelers are expected to obtain personal passports and visas. However, NOAA will reimburse passport and visa fees for invitational travelers on foreign travel when approved on the travel order.

306-3.8 What do I submit to the NTO for an invitational traveler on foreign travel?

You will submit an approved travel order with the following statement annotated in the remarks section of the travel order: "The individual named above is traveling at the invitation of the U.S. Government. Although not a formal representative of the U.S. Government, this individual is considered of sufficient character and qualification to participate on this mission." A "Defensive Travel Briefing Acknowledgment Statement" must also be included.

306-3.9 How does the NTO process a foreign travel package?

The NTO will hold the approved travel order until **all** of the necessary documents have been received and processed. A complete foreign travel package includes the original approved travel order, the official passport, and visa(s), if necessary. When all of the documents have been processed, the NTO will forward the complete foreign travel package to the travel contact. Upon receipt of the complete foreign travel package, the travel contact and the traveler should review all documents for completion and accuracy.

PART 306-4--Country Clearance Cables

Sec.

- 306-4.1 What are country clearance cables?
- 306-4.2 Why is there a need to prepare country clearance cables?
- 306-4.3 When is a country clearance cable prepared?
- 306-4.4 Who prepares country clearance cables?
- 306-4.5 What are the lead-time requirements for processing country clearance cables?
- 306-4.6 What information is required for a country clearance cable?

306-4.1 What are country clearance cables?

Cables (or telegrams) are a means of communication within the foreign diplomatic network. Country clearance cables notify the Department of State officials in Washington, D.C., and embassy and post officers abroad, of a traveler's presence in a foreign country.

306-4.2 Why is there a need to prepare country clearance cables?

- 1) Department of State policy. Department of State policy requires embassy clearance for official travel to a foreign country;
- 2) Embassy information. Consular offices are required to know about all scientific activities conducted during official foreign travel. In some cases, the embassy will provide a contact at the embassy for the traveler. The embassy may request a meeting or report from the traveler;
- 3) Traveler safety. For travelers who have received country clearance, Department of State will provide assistance in situations including, but not limited to, political unrest, health emergencies, and crime;
- 4) Traveler's convenience. Travelers can receive consular assistance for lost or stolen passports as well as general assistance with hotel accommodations; etc...
- 5) Potential for clearance to be refused. The embassy may have knowledge of reasons or situations which would prohibit the visit during the proposed period, and may therefore refuse to provide clearance. In such cases, travelers would reschedule the visit to accommodate embassy recommendations.

306-4.3 When is a country clearance cable prepared?

Country clearance cables are prepared for all foreign travel by Federal employees. Country clearance cables may be necessary for invitational travelers. Contact the International Activities Office within your Line/Staff Office for more information.

306-4.4 Who prepares country clearance cables?

The International Activities Office in your Line Office **is required** to prepare all country clearance cables. Each Staff Office within the Office of the Administrator is required to prepare all country clearance cables with the assistance, when needed, of the Office of International Affairs.

306-4.5 What are the lead-time requirements for processing country clearance cables?

At least 4-weeks lead-time is required for processing country clearance cables. Contact your servicing International Activities Office immediately if 4 weeks lead-time is not possible.

306-4.6 What information is required for a country clearance cable?

- 1) Traveler's name, title, and affiliation;
- 2) Purpose of travel - Include names of workshops/meetings and titles of all papers and presentations. Include names of institutional affiliations, and spell out acronyms;
- 3) Travel destination and general schedule. If possible, specify dates in each city within each country;
- 4) A contact name in the foreign country, name of the inviting office, and phone numbers; and
- 5) Indication of whether embassy assistance is requested. In most cases, there is no need to ask for embassy assistance and a simple closing paragraph that states that "no embassy assistance is requested" will suffice. However, if required (usually for high-level officials), the cable should be clear and specific about what is needed. The traveler should be aware that there may be an embassy charge for some services. Please note: Contact your Line or Staff Office for other internal requirements.

PART 306-5-Official Passports

Sec.

- 306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?
- 306-5.2 What is the lead-time requirement for processing an official passport?
- 306-5.3 Do I provide a justification if there is not enough lead-time to process my official passport?
- 306-5.4 How do I apply for an official passport?
- 306-5.5 What are the passport photo requirements?
- 306-5.6 What form do I use when I need to make changes to my official passport?
- 306-5.7 What form do I use if my official passport is lost or stolen?
- 306-5.8 Where do I obtain passport forms for official travel?
- 306-5.9 What do I do with my official passport when I return from official travel?
- 306-5.10 What do I do with my official passport upon leaving Government service?
- 306-5.11 Can I keep my official passport for a souvenir?

306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?

Yes. All NOAA employees traveling to a foreign country on official business **must** obtain an official passport and official visas if required, before leaving the United States. An official passport is not required for travel to Taiwan, Alaska, Hawaii, Johnston Atoll, Midway Islands, Northern Mariana Islands, Puerto Rico, Virgin Islands of the U.S., Wake Island, Bermuda, Bahamas, Kwajalein, and all possessions of the United States. The NTO strongly urges employees to carry birth evidence when traveling to the before-mentioned destinations to avoid unnecessary problems. However, if you have an official or personal passport, you are expected to use your official or personal passport instead of birth evidence.

306-5.2 What is the lead-time requirement for processing an official passport?

The lead-time requirement for processing an official passport is 4 to 6 weeks and is dictated by the Department of State.

306-5.3 Do I need to provide a justification if there is not enough lead-time to process my official passport?

Yes. Passport applications submitted with less than 4-weeks lead-time **must** include an emergency justification letter addressed to the Department of State, Chief of Passport Services. The emergency justification does not guarantee that the foreign travel package will be processed in time for travel.

306-5.4 How do I apply for an official passport?

You may apply for an official passport in one of the following two ways: (If you expect to travel frequently, you may request a 48-page passport to accommodate visa stamps.)

1) “DS-11, Application for Passport,” is used if you have **never** been issued a passport (either personal or official), or if you have a passport that was issued **more** than 15 years ago. The NTO will send you a DS-11 form, and an original and a photocopy of a letter of authorization. You are required to apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court. You will need to take a completed, but not signed, DS-11 form, an original and a photocopy of a letter of authorization, two passport-size photographs (2"x 2"), and a birth certificate with a raised seal. At least 4 to 5 weeks is required for processing DS-11 forms (not including visas).

2) “DS-82, Passport Application by Mail,” is used if you have a passport (either personal or official) that was issued within the last 15 years. You will submit a completed and signed DS-82 form, two passport-size photographs (2"x 2"), and either a personal or official passport issued within the last 15 years to the NTO for processing. At least 4 weeks is required for processing DS-82 forms (not including visas).

306-5.5 What are the passport photo requirements?

Passport photos must be 2" x 2" (excluding white borders), and must have a white or off-white background. The applicant’s image must be centered in the photograph with a 1/2" space between the top of the applicant’s head and the top edge of the photograph.

306-5.6 What form do I use when I need to make changes to my official passport?

You will submit a “DS-19, Passport Amendment/Validation Application” to the NTO to correct a name and/or descriptive data in the passport, to add visa supplement pages to the passport, or to extend the validity of a limited passport. At least 4 weeks is required for processing DS-19 forms (not including visas).

306-5.7 What form do I use if my official passport is lost or stolen?

You must notify the NTO immediately if your official passport is lost or stolen. The NTO will send you a “DS-64, Statement Regarding Lost or Stolen Passport,” a DS-11 form, and an original and a photocopy of a letter of authorization. You are required to apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court. You will need a completed DS-64 form, a memo of explanation supported by police documentation (if possible), a completed, but not signed, DS-11 form, an original and a photocopy of a letter of authorization, two passport-size photographs (2" x 2"), and a birth certificate with a raised seal. Four to five weeks is required for processing DS-11 forms (not including visas).

306-5.8 Where do I obtain passport forms for official travel?

Passport forms may be obtained from the NTO by calling (301) 413-3060 or on-line at <http://travel.state.gov>. Passport forms **cannot** be photocopied.

306-5.9 What do I do with my official passport when I return from official travel?

Department of State security requirements dictate that all official passports be returned to the NTO for safekeeping in the official passport repository upon completion of foreign travel. Employees who accomplish frequent foreign travel, or are on foreign blanket travel orders, may retain official passports in a locked safe in their offices. **Official passports are the property of the Government, and are not the personal property of the traveler. Official passports must never be kept at home.**

306-5.10 What do I do with my official passport upon leaving Government service?

Upon leaving Government services, employees must return all valid or expired official passports to the NTO for disposition.

306-5.11 Can I keep my official passport for a souvenir?

Yes. Employees who wish to retain their official passport for a souvenir must return their official passport with a memorandum of explanation to the NTO. The NTO will forward the official passport to the Department of State for cancellation. After cancellation, the official passport will be returned to the traveler for a souvenir.

PART 306-6-Official Visas

Sec.

306-6.1 What is a visa?

306-6.2 What lead-time requirements does the NOAA Travel Office require for processing visa(s) for official travel?

306-6.3 How do I obtain a visa(s) in my official passport?

306-6.4 Is there a listing I should use when verifying visa requirements for official travel?

306-6.5 Where do I obtain visa applications for official travel?

306-6.6 How do I read the “Visa Requirements for Official Travel” listing?

306-6.1 What is a visa?

A visa is a stamp affixed in a passport which allows you to enter and exit a foreign country.

306-6.2 What lead-time requirements does the NOAA Travel Office require for processing visa(s) for official travel?

Lead-time requirements for processing visas for official travel are dictated by the various embassies. Six to seven working days lead-time is required to process visas for most countries. Fifteen days lead-time is required to obtain visas for China and Russia, and 2 months lead-time is required to obtain visas for Cuba.

306-6.3 How do I obtain a visa(s) in my official passport?

You will submit your official passport and any applicable visa documentation to the NTO for processing. Visa requirements vary for each country. Some countries may require a visa application, and some may require visa photos or letters of invitation. Most countries require that the passport be valid at least 6 months or longer beyond the dates of travel before a visa can be issued.

306-6.4 Is there a listing I should use when verifying visa requirements for official travel?

Yes. You will use the “Visa Requirements for Official Travel” listing when verifying visa requirements for official travel. Do not use the “Foreign Entry Requirements” listing published by the Department of State. “Foreign Entry Requirements” provides visa requirements for personal and private industry travel and differs from the visa requirements for official travel.

See NTR, Chapter 306-7.3 for the “Visa Requirements for Official Travel.”

306-6.5 Where do I obtain visa applications for official travel?

Current visa applications can be found at <http://www.traveldocs.com/> or may be obtained at the NTO by calling (301) 413-3060.

306-6.6 How do I read the “Visa Requirements for Official Travel” listing?

You should note the following when reading the “Visa Requirements for Official Travel:”

- 1) **“No visa required”** indicates the employee travels on their official passport **only**; and
- 2) **“Visa required”** indicates a visa is required, but applications and pictures are not required. When a visa is required, the NTO will submit applicable paperwork with the official passport to the appropriate embassy for a visa; and

Original signatures are required on each visa application.

PART 306-7--Foreign Travel Documents

Sec.	
306-7.1	Foreign Travel Checklist
306-7.2	Defensive Travel Briefing
306-7.3	Visa Requirements for Official Travel

FROM: NAME: _____ FAX: _____
PHONE: _____
ADDRESS: _____

SUBJECT: TRAVELER'S NAME: _____
TRAVEL DATES: _____
DESTINATION(S): _____
OFFICIAL PASSPORT NUMBER: _____

RETURN FOREIGN TRAVEL PACKAGE TO:

(Please provide instructions on where foreign travel packages will be returned upon completion. Include contact name or traveler name, complete mailing address, Fed-Ex account number - if applicable. _____

The attached Foreign Travel Package contains the following forms (check where applicable):
See NOAA Travel Regulation, Chapter 300-4 for any of the forms mentioned below. For more information, please visit the following website: http://www.corporateservices.noaa.gov/~finance/TR_300-4.html

- ___ **Travel authorization**
- ___ **Form CD-369, Travel Advance** (Invitational travelers only)
- ___ **Fly America Justification Statement**, (if applicable)
- ___ **Form CD-334, Request for Extra Fare Air Accommodations**
- ___ **Defensive Travel Briefing Acknowledgment Statement**
- ___ **Country Clearance Request** (fax to your International Office)

- ___ **DS-11, Application for Passport** (Frequent travelers are advised to request a 48-page passport)
- ___ **DS-82, Passport Application by Mail** (Frequent travelers advised to request a 48-page passport)
- ___ **Two (2) Passport Photos** See NTR, Chapter 306-5.5
- ___ **DS-19, Passport Amendment/Validation Application**
- ___ **DS-64, Statement Regarding Lost or Stolen Passport**
- ___ **Emergency Justification Letter**
(Applies to travelers who need an official passport with departure dates of less than 4 weeks processing-time)

- ___ **Visa application(s) and photos**, (if applicable)
- ___ **Letter of Invitation** (If applicable - required for travel to Russia and China)

PURPOSE

As a Commerce employee, you have access to critical U.S. Government information. The purpose of this briefing is to ensure that you understand your responsibilities to protect the information, and to make you aware of security vulnerabilities associated with foreign travel.

Presidential Decision Directive/NSC-12 "Security Awareness and Reporting Foreign Contacts," requires security personnel to establish and maintain security awareness programs which include formal briefings of the threat posed by foreign intelligence services. The awareness program must focus on the intelligence gathering of classified as well as other sensitive information. This Defensive Travel Briefing is part of Commerce's Security Awareness program.

APPLICABILITY

This defensive travel briefing is required by DAO-207-1. When traveling abroad, Departmental personnel, including summer hires, those on temporary assignment, and contractors are required to receive an annual defensive travel briefing. Any individual returning from travel of 90 days or more must undergo a security debriefing upon their return to the U.S.

AREAS OF INTEREST

Within the Department, we possess a wealth of information of interest to foreign powers and entities. Information regarding the Export Administration Act, ongoing negotiations, trade issues, economic indicators, industrial resources, production capabilities, manufacturing and other critical technologies, satellite data, telecommunications and computer sciences information, as well as numerous other types of sensitive information may be sought after. Because of your access to personnel, facilities, and information, YOU, as a Commerce employee, present an opportunity for a foreign entity to expand their knowledge about U.S. technology, capabilities and vulnerabilities. The information contained in this briefing regarding possible intelligence collection may occur in countries with which we are allies. For that reason, we ask you to be alert to your surroundings and aware of your actions at all times wherever you travel internationally.

NATIONAL SECURITY THREAT LIST

The FBI considers the following to be threats to our national security regardless of the country involved:

Any foreign intelligence activity which is:

- targeting U.S. intelligence and foreign affairs information and U.S. Government Officials
- directed at critical technologies
- directed at the collection of U.S. industrial proprietary economic information.
- directed at the collection of information relating to defense establishments and national preparedness
- involving the proliferation of special weapons of mass destruction
- Involving perception management and active measures

If you become aware of or suspect any foreign intelligence activity aimed at the above list notify your security officer.

PRIOR TO DEPARTURE

1. Contact your security officer or the Office of Security at (202) 482-3131, to obtain the most recent travel advisory information. You may also want to contact the Department of State recorded message at (202) 647-5225.
2. Carefully complete your Visa application, as it will be scrutinized. If you are a naturalized U.S. citizen returning to the country of your origin, your citizenship may be questioned. If you encounter such a problem, please contact the State Department for guidance.
3. Ensure that items you carry with you are not controversial or prohibited. Political material or anything that could be considered pornographic should not be carried. If you are carrying prescription drugs with you, be certain that they are clearly marked and bring only necessary quantities.
4. Carrying letters, packages or gifts to individuals in other countries should be avoided. You may be viewed as a courier attempting to bring the material for subversive or illegal purposes.

5. DO NOT TAKE CLASSIFIED MATERIAL with you as you travel. Arrange to have the material transmitted by other approved means prior to your departure. Consult with your security officer for guidance.
6. Limit the amount of identification that you take. If you have several forms of Government ID (i.e. Commerce ID, building pass, courier card), bring only one ID with you. Make a photocopy of any ID or credit card you will be bringing and leave the copy at home. Write down your passport number and keep it separate from your passport. Do the same with your address and telephone number.
7. The carrying of laptop computers is discouraged, but not prohibited. Consult your security officer and your Information Technology Security Officer if you plan to take a laptop.

UPON ARRIVAL

1. An accurate declaration of all money and valuables should be made at entry. Some countries give the traveler a copy of the declaration which must be surrendered upon leaving. It is important to keep receipts of all money exchanges, as these frequently are required upon departure. Undeclared sums of U.S. or other currency are likely to cause difficulty with authorities and may be confiscated upon departure.
2. Declare such items as cameras, radios, etc, to preclude possible explanations, customs charges, or confiscation when you leave.
3. Contact the American Embassy or Consulate prior to your arrival, and provide your local address and probable length of your visit. For most official business visits a cable should be sent to the appropriate embassy advising of your visit.
4. Use of public transportation is recommended rather than driving yourself, because involvement in traffic accidents can be problematic. Taxis are the preferred mode of transportation. State Department travel advisories provide updated information regarding public transportation concerns in the country you are visiting.

YOUR ACTIVITIES AND BEHAVIOR

1. In all of your activities, show discretion and common sense. **MAINTAIN A LOW PROFILE.** Refrain from any behavior that may make you conspicuous or a potential target. **NEVER** engage in any illegal activity, excessive drinking or gambling. Use your best judgment to carefully avoid any situation which may allow a foreign intelligence agency the opportunity to coerce or blackmail you.
2. Do not discuss classified or sensitive information in any vehicle, restaurant, hotel room, hotel lobby, or other public place. In any public place, your conversation may be overheard, or you may be monitored. If you need to call the U.S. to discuss classified or sensitive information, locate a secure telephone by contacting the Regional Security Officer at the U.S. Embassy.
3. If you locate any possible surveillance equipment, such as microphones, telephone taps, miniature recording devices, or cameras, do not try to neutralize or dismantle it. Assume the device is operable and that active monitoring is ongoing. Report what you have found to the U.S. Embassy or Consulate. When you return, advise your security officer.
4. Never leave luggage or briefcases that contain sensitive information unattended. This includes leaving your briefcase in your hotel room. We encourage you to keep your briefcase, containing sensitive information, immediately in your possession. Departmental personnel frequently report occurrences of their luggage or briefcase being searched or rummaged through. If this happens to you, report the incident to your security officer when you return.
5. Foreign Intelligence Services may place you under physical surveillance or you may suspect that you are being watched. It is better to ignore the surveillance than to attempt to lose or evade it. In any event your actions should be prudent and not likely to generate suspicion. Good precautionary measures are to use well-traveled highways and avoid establishing routine schedules.
6. Never try to photograph military personnel, installations, or other "restricted areas". It is best to also refrain from photographing police installations, industrial structures, transportation facilities and border areas.
7. Beware of overly friendly or solicitous people that you meet. Do not establish personal or intimate relationships with these individuals as they may be employed by the intelligence service. Do not share any work related information with any person who does not have a need to know.

8. Do not accept packages and agree to transport them back to the U.S. Even if your friends, relatives and professional contacts, make the request, do not accept the package.
9. If you will be on an extended visit and expect to be writing or receiving mail, remember that it may be subject to censorship. Never make references to any classified or sensitive information.
10. Avoid any areas where there is political or ethnic unrest, demonstrations or protests.
11. Should you be detained or arrested for any reason by the police or other officials, be cooperative, and contact the U.S. Embassy or Consulate immediately. Do not make any statements or sign any documents you do not fully understand until you have conferred with an embassy representative.
12. Do not leave documents in hotel safes.
13. You may keep this document for reference, but do not carry it with you.

UPON YOUR RETURN

Contact your Security Officer to report foreign contacts and any unusual incidents. You must receive a security debriefing if you have been abroad for more than 90 days. You are required to report all contacts with individuals of any nationality, either within or outside the scope of your official activities in which

*Illegal or unauthorized access is sought to classified or otherwise sensitive information.

*You are concerned that you may be the target of an actual or attempted exploitation by a foreign entity.

EMERGENCY NOTIFICATION PHONE NUMBERS

Before your departure, it is recommended that you provide your family and/or a close friend with the name and phone number of your supervisor or coworker so that you can be reached in the event of an emergency.

If an emergency does occur, persons needing to reach you should be instructed to contact you via your immediate office. If this is not possible, the 24 hour State Department Operations Center (202) 647-1512, may be able to assist others in reaching you.

DEFENSIVE TRAVEL BRIEFING ACKNOWLEDGMENT STATEMENT

My signature below indicates that I have read/been briefed and understand the Department of Commerce, Office of Security defensive travel briefing. I am aware that any questions I have concerning the contents of this briefing should be directed to my servicing security officer.

Print Full Name _____

SSN _____

Line or Staff Office _____

City and State _____

Work Phone _____

Signature _____

Date of Signature _____

This statement must be filled out in its entirety, signed and dated, and must accompany the foreign travel package. This statement can be faxed to the NTO on 301-413-3066, but only if requested by the NTO.

Privacy Act Statement: Your Social Security Account Number (SSN) is solicited under authority of Executive Order 9397 and will be used to identify you precisely when certifying that you have received a NOAA foreign travel briefing. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of your travel. Collection of this information is authorized by Executive Order 9397, 10450, 12356; U.S.C. 301 and 7531-532; 15 U.S.C. 1501 et seq; and 44 U.S.C. 3101

All NOAA employees traveling OCONUS on official business **must** obtain an official passport and official visas if required, before leaving the United States. An official passport cannot be obtained for travel to Taiwan, and is not required for travel between the United States and U.S. territories. U.S. territories include American Samoa, Guam, Midway Islands, Puerto Rico, U.S. Virgin Islands, Northern Mariana Islands, and Wake Island. The NTO strongly urges employees to carry birth evidence when traveling between the U.S. and U.S. territories to avoid unnecessary problems. However, if you have an official or personal passport, you are expected to use your official or personal passport instead of birth evidence. NOTE: With the exception of U.S. territories, locations not listed require an official passport, but not a visa.

<u>ABU DHABI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>AFGHANISTAN</u>	1 VISA APPLICATION, 1 PHOTO Copy of round trip airline tickets or itinerary.
<u>ALBANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ALGERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS (application must be typed)
<u>ANDORRA</u>	SEE SPAIN
<u>ANGOLA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ANGUILLA</u>	NO VISA REQUIRED
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA & BARBUDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARMENIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARUBA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AUSTRALIA</u>	Australian visas should be obtained electronically thru the applicable travel management center (TMC). The TMC requires the information/picture page of the passport. Travelers will receive the VISA at the airport. In cases where electronic visas are not possible: 1 ORIGINAL VISA APPLICATION - FORM 456

<u>AUSTRIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AZERBAIJAN</u>	1 VISA APPLICATION, 2 PHOTOS LETTER FROM HOST COMPANY OR ORGANIZATION AUTHORIZED BY MINISTRY OF FOREIGN AFFAIRS
<u>AZORES</u>	SEE PORTUGAL
<u>BAHAMAS</u>	PASSPORT REQUIRED NO VISA REQUIRED UNDER 3 MONTHS.
<u>BAHRAIN</u>	1 VISA APPLICATION, 1 PHOTO
<u>BALI</u>	SEE INDONESIA
<u>BANGLADESH</u>	2 VISA APPLICATIONS, 3 PHOTOS Copy of airline tickets or itinerary.
<u>BARBADOS</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>BELARUS</u>	1 VISA APPLICATION, 1 PHOTO, LETTER OF INVITATION
<u>BELGIUM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BELIZE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>BENIN</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>BERMUDA</u>	NO VISA REQUIRED UNDER 21 DAYS
<u>BHUTAN</u>	1 VISA APPLICATION, 4 PHOTOS Apply 30 days before travel. Visa must be approved by Bhutan Foreign Ministry.
<u>BOLIVIA</u>	VISA REQUIRED

<u>BONAIRE</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BORNEO</u>	SEE INDONESIA
<u>BOSNIA - HERZEGOVINA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>BOTSWANA</u>	NO VISA REQUIRED UNDER 3 MONTHS. IF TRANSIT VIA S. AFRICA, A TRANSIT VISA FOR THAT COUNTRY IS REQUIRED
<u>BRAZIL</u>	1 VISA APPLICATION, 1 PHOTO
<u>BRITAIN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRITISH VIRGIN ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRUNEI - DARUSSALAM</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>BULGARIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>BURKINA PASO</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>BURMA</u>	NOW CALLED "MYANMAR" 3 VISA APPLICATIONS, 4 PHOTOS
<u>BURUNDI</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>CAMBODIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMEROON</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>CANADA</u>	OFFICIAL PASSPORT IS REQUIRED. NO VISA REQUIRED UNDER 3 MONTHS.

<u>CANARY ISLANDS</u>	SEE SPAIN
<u>CAPE VERDE</u>	1 VISA APPLICATION, 1 PHOTO
<u>CAYMAN ISLANDS</u>	NO VISA UNDER 3 MONTHS
<u>CENTRAL AFRICA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>CEYLON</u>	SEE SRI LANKA
<u>CHAD</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER VACCINE)
<u>CHILE</u>	VISA REQUIRED
<u>CHINA</u>	1 VISA APPLICATION, 1 PHOTO, AND A LETTER OF INVITATION FROM THE CHINESE GOVERNMENT. There may be a visa processing fee based on the type of letter of invitation received. The visa processing fee is \$50 and must be paid in the form of a money order made out to the Chinese Embassy. Allow at least 2 weeks processing time
<u>CHRISTMAS ISLAND</u>	AUSTRALIAN OWNED: SEE AUSTRALIA KIRITIMATI OWNED: SEE KIRIBATI
<u>COCOS ISLAND</u>	SEE AUSTRALIA
<u>COLOMBIA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>COMOROS ISLANDS</u>	VISA REQUIRED. Can be obtained on arrival for a stay up to a month.
<u>CONGO - BRAZZAVILLE</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>CONGO</u> (FORMERLY ZAIRE)	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)

<u>COOK ISLAND</u>	SEE NEW ZEALAND
<u>COSTA RICA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>COTE D'IVOIRE</u> <u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CROATIA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>CUBA</u>	1 VISA APPLICATION (Must be typed), 2 PHOTOS. AN OUTGOING AND INCOMING COUNTRY CLEARANCE CABLE MUST BE COMPLETED BEFORE SENDING FOR VISA. Allow 2 months processing time. NO VISA FOR GUANTANAMO BAY
<u>CURASAO</u>	SEE NETHERLAND ANTILLES
<u>CURACAO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CYPRUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CZECH REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>DENMARK</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>DJIBOUTI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>DOMINICA</u>	NO VISA REQUIRED UNDER 3 WEEKS
<u>DOMINICAN REP.</u> <u>DUBAI</u>	VISA REQUIRED (No visa when traveling via military plane) SEE UNITED ARAB EMIRATES
<u>ECUADOR</u>	VISA REQUIRED
<u>EGYPT</u>	1 VISA APPLICATION, 1 PHOTO
<u>EL SALVADOR</u>	1 VISA APPLICATION, 2 PHOTOS

<u>ENGLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>EQUATORIAL GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ERITREA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ESTONIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ETHIOPIA</u>	1 VISA APPLICATION, 1 PHOTO - <u>Allow 2 weeks processing time</u> (YELLOW FEVER IMMUNIZATION)
<u>ELJI</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FINLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FRANCE</u>	1 VISA APPLICATION (Completely filled out and signed), 1 PHOTO. Spain, France, and Greece are all the same visa. Only if a Schengen States visa.
<u>FRENCH GUIANA</u>	SEE FRANCE
<u>FRENCH POLYNESIA</u>	SEE FRANCE
<u>FRENCH WEST INDIES</u>	SEE FRANCE
<u>GABON</u>	2 VISA APPLICATIONS, 2 PHOTOS, (YELLOW FEVER)
<u>GALA PAGOS ISLANDS</u>	SEE ECUADOR
<u>GAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GEORGIA</u>	1 VISA APPLICATION, 1 PHOTO Type or print in block letters
<u>GERMANY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GHANA</u>	1 VISA APPLICATION, 4 PHOTOS (Yellow fever)

<u>GIBRALTAR</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GILBERT ISLANDS</u>	SEE KIRIBATI
<u>GREAT BRITAIN</u>	NO VISA REQUIRED UNDER 6 MONTHS
<u>GREECE</u>	1 VISA APPLICATION, 1 PHOTO Spain, France, and Greece are all the same visa. Only if Schengen states visa.
<u>GREENLAND</u>	SEE DENMARK
<u>GRENADA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GRENADINE ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GUADELOUPE</u>	SEE FRANCE
<u>GUATEMALA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GUIANA, FRENCH</u>	SEE FRENCH GUIANA
<u>GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS (Yellow fever)
<u>GUINEA - BISSAU</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GUYANA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>HAITI</u>	VISA REQUIRED
<u>HOLY CITY- VATICAN CITY STATE</u>	SEE ITALY

<u>HONDURAS</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>HONG KONG</u> Administrative Region -	NO VISA REQUIRED UNDER 3 MONTHS Travelers visiting Hong Kong after visiting China and then returning to China, will continue to require a double entry visa to China - 1 VISA APPLICATION, 1 PHOTO, AND LETTER OF INVITATION.
<u>HUNGARY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ICELAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>INDIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>INDONESIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>IRAN</u>	NO TRAVEL ALLOWED
<u>IRAQ</u>	NO TRAVEL ALLOWED
<u>IRELAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ISRAEL</u>	1 VISA APPLICATION AND CLEAR PHOTOCOPY OF THE PASSPORT (Will need new passport if current passport contains current a Syrian visa).
<u>ITALY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>JAMAICA</u>	1 VISA APPLICATION, 1 PHOTO
<u>JAPAN</u>	1 VISA APPLICATION , 1 PHOTO (visa valid 5 years)

<u>JAVA (INDONESIA)</u>	SEE INDONESIA
<u>JORDAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KAMPUCHEA</u>	3 VISA APPLICATIONS, 3 PHOTOS, AND COPY OF TRAVEL ITINERARY
<u>KAZAKHSTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KENYA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KIRIBATI</u>	1 VISA APPLICATION, 1 PHOTO Copy of roundtrip airline tickets or itinerary.
<u>KOREA (SOUTH)</u>	1 VISA APPLICATION, 1 COLOR PHOTO
<u>KUWAIT</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>KYRGYZSTAN</u>	1 VISA APPLICATION (Must be typed), 1 PHOTO
<u>LAOS</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LATVIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LEBANON</u>	1 VISA APPLICATION, 2 PHOTOS
<u>LEEWARD ISLANDS</u>	SEE BRITISH VIRGIN ISLANDS
<u>LESOTHO</u>	NO VISA REQUIRED UNDER 1MONTH
<u>LIBERIA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER) Copy of roundtrip airline tickets or itinerary.
<u>LIBYA</u>	NO TRAVEL ALLOWED
<u>LIECHTENSTEIN</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>LITHUANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LOMBOK</u>	SEE INDONESIA
<u>LUXEMBOURG</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MACAU</u>	SEE PORTUGAL
<u>MACEDONIA</u>	1 VISA APPLICATION, 1 PHOTO, LETTER OF INVITATION Copy of itinerary.
<u>MADAGASCAR</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>MALAWI</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>MALAYSIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MALDIVES</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>MALTA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MARQUESAS ISLANDS</u>	SEE FRANCE
<u>MARSHALL ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MARTINIQUE</u>	SEE FRANCE
<u>MAURITANIA</u>	2 VISA APPLICATIONS, 4PHOTOS, (YELLOW FEVER)
<u>MAURITIUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MAYOTTE</u>	SEE FRANCE
<u>MEXICO</u>	NO VISA REQUIRED UNDER 3 MONTHS (Need special permit if working in Mexican waters)

<u>MICRONESIA</u>	NO VISA REQUIRED
<u>MIQUELON INLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOLDOVA</u>	1 VISA APPLICATION, 1 PHOTO
<u>MONACO</u>	SEE FRANCE
<u>MONGOLIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MONTENEGRO</u>	1 VISA APPLICATION
<u>MONTSERRAT</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOROCCO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOZAMBIQUE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>MYANMAR</u>	3 APPLICATIONS, 4 PHOTOS
<u>NAMIBIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NAURU</u>	VISA REQUIRED - PERMISSION LETTER FROM REPUBLIC OF NAURU POLICE DEPARTMENT IS REQUIRED. Visa is issued upon arrival.
<u>NEPAL</u>	1 VISA APPLICATION, 1 PHOTO
<u>NETHERLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NETHERLAND ANTILLES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NEW CALEDONIA</u>	SEE FRANCE
<u>NEW ZEALAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NICARAGUA</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>NIGER</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>NIGERIA</u>	1 VISA APPLICATION, 1 PHOTO (YELLOW FEVER)
<u>NIUE</u>	SEE NEW ZEALAND
<u>NORFOLK ISLANDS</u>	SEE AUSTRALIA
<u>NORTH MARIANA ISLANDS</u>	NO VISA REQUIRED
<u>NORWAY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>OMAN</u>	2 ORIGINAL VISA APPLICATIONS (Must be typed), 2 PHOTOS
<u>PAKISTAN</u>	1 VISA APPLICATION, 2 PHOTOS
<u>PALAU ISLANDS</u>	VISA ISSUED AT AIRPORT
<u>PANAMA</u>	1 PHOTO
<u>PAPUA NEW GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS, (Port Moresby must send Immigration approval to embassy)
<u>PARAGUAY</u>	1 VISA APPLICATION, 1 PHOTO
<u>PERU</u>	1 VISA APPLICATION, 1 PHOTO
<u>PHILIPPINES</u>	1 VISA APPLICATION, 1 PHOTO
<u>POLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>PORTUGAL</u>	NO VISA UNDER 1 MONTH (In cases over 1 month, the traveler must apply at a local police station)

QATAR

1 VISA APPLICATION, 2 PHOTOS

REUNION ISLAND

SEE FRANCE

ROMANIA

NO VISA REQUIRED UNDER 3 MONTHS

RUSSIA

1 VISA APPLICATION, 1 SIGNED PASSPORT TYPE PHOTO, 1 APPLICATION FORM 95 REQUIRED FOR U.S. MALE VISITORS AGED 16 TO 45 YEARS, OFFICIAL INVITATION FROM AN ORGANIZATION AUTHORIZED TO INVITE BUSINESS/OFFICIAL VISITORS TO RUSSIA. TO ARRANGE AN INVITATION, USUALLY SENT TO YOU BY FAX, YOUR SPONSOR WILL REQUIRE:

YOUR FULL NAME, NATIONALITY, PASSPORT NUMBER, DATE OF ARRIVAL/DEPARTURE IN RUSSIA, AND THE CITIES YOU WILL VISIT.

THE INVITATION TO RUSSIA **MUST** BE FROM THE **RUSSIAN FOREIGN MINISTRY**. THE LETTER **MUST** CONTAIN: OFFICIAL SEAL AND LEGAL ADDRESS OF THE AGENCY, SIGNATURE AND NAME OF OFFICIAL AUTHORIZED TO INVITE FOREIGNERS TO RUSSIA. THE EMBASSY RESERVES THE RIGHT TO REQUEST THE ORIGINAL INVITATION.

RUSSIAN VISAS ARE PROCESSED THROUGH THE STATE DEPARTMENT DIPLOMATIC SECTION. PAPER WORK IS FIRST EXAMINED BY THEM, AND THEN COURIERED TO THE RUSSIAN EMBASSY. 4-5 MONTHS PROCESSING-TIME IS REQUIRED SINCE IT COULD TAKE STATE DEPARTMENT 2-3 WEEKS TO OBTAIN THE VISA FROM THE EMBASSY. Please note that there may be a visa processing fee based on the type of letter of invitation received. The visa processing fee must be paid in the form of a money order made out to the Russian Embassy.

<u>RWANDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT BARTS</u>	SEE FRANCE
<u>SAINT KITTS & NEVIS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT LUCIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT MAARTEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT PIERRE MIQUELON</u>	SEE FRANCE
<u>SAINT VINCENT & THE GRENADINES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAMOA (WESTERN)</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SAN MARINO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAOTOME & PRINCIPE</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>SAUDI ARABIA</u>	1 VISA APPLICATION, 1 PHOTO (Will need new passport if current passport contains Israeli visa)
<u>SCOTLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SENEGAL</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SERBIA & MONTENEGRO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SEYCHELLES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SIERRA LEONE</u>	1 VISA APPLICATION, 1 PHOTO (YELLOW FEVER)

<u>SINGAPORE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVAK REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVENIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOLOMON ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOMALIA</u>	CONTACT DEPARTMENT OF STATE
<u>SOUTH AFRICA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>SPAIN</u>	VISA REQUIRED Spain, France, and Greece are all the same visa. Only if Schengen States visa.
<u>SRI LANKA</u>	1 VISA APPLICATION, 2 PHOTOS Flight itinerary
<u>SUDAN</u>	VISA IS REQUIRED, BUT NOT ISSUED STATESIDE
<u>SUMATRA</u>	SEE INDONESIA
<u>SURINAME</u>	1 VISA APPLICATION
<u>SWAZILAND</u>	NO VISA REQUIRED UNDER 2 MONTHS. If entry/exit via South Africa, a double transit visa is required
<u>SWEDEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SWITZERLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SYRIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>TAHITI</u>	SEE FRANCE

<u>TAIWAN</u>	MUST TRAVEL ON PERSONAL PASSPORT. TAIWAN CLEARANCE FORM AND COUNTRY CABLE CLEARANCE MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (Fax number on clearance sheet). Upon approval, Taiwan Coordination Staff will fax clearance to the NTO. Upon completion of the foreign travel package, the NTO will send the traveler a copy of the Taiwan clearance form. Traveler is expected to obtain a Taiwanese visa in their personal passport by submitting a copy of the approved Taiwan clearance form with personal passport and visa paperwork to the Taiwan embassy.
<u>TAJIKISTAN</u>	2 VISA APPLICATIONS, 2 PHOTOS. (Approval from the Ministry of Foreign Affairs in Tajikistan must be arranged by sponsor)
<u>TANZANIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>THAILAND</u>	1 VISA APPLICATION, 2 PHOTOS
<u>TIMOR</u>	SEE INDONESIA
<u>TOGO</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>TOKELEU</u>	SEE NEW ZEALAND
<u>TONGA</u>	NO VISA UNDER 1 MONTH
<u>TRINIDAD & TOBAGO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TUNISIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TURKEY</u>	1 VISA APPLICATION
<u>TURKMENISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>TURKS & CAICOS ISLANDS</u>	NO VISA UNDER 1 MONTH

<u>TUVALU ISLAND</u>	AMERICANS ARE ENCOURAGED TO REGISTER WITH THE U.S. EMBASSY IN SUVA, FIJI.
<u>UGANDA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>UKRAINE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>UNITED ARAB EMIRATES</u>	2 VISA APPLICATIONS, 2 PHOTOS Travel documents should not show of prior or intended travel to
<u>UNITED KINGDOM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>URUGUAY</u>	VISA REQUIRED
<u>UZBEKISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>VANUATU</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>VENEZUELA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>VIETNAM</u>	1 VISA APPLICATION, 1 PHOTO, VISA APPROVAL FORM (Visa approval form must come from joint venture partner who Must obtain the approval letter in advance from the Immigration Department on the traveler's behalf. Visa approval form must accompany the visa application and photo.)
<u>VIRGIN ISLANDS BRITISH</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>WALES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>WALLIS ISLAND</u>	SEE FRANCE
<u>WESTERN SAMOA</u>	NO VISA REQUIRED UNDER 1 MONTH

<u>WEST INDIES (BRITISH)</u>	NO VISA REQUIRED
<u>WEST INDIES (FRENCH)</u>	SEE FRANCE
<u>YEMEN ARAB REP.</u>	1 VISA APPLICATION, 2 PHOTOS Copy of itinerary
<u>YUGOSLAVIA</u> (Serbia & Montenegro)	1 VISA APPLICATION
<u>YUGOSLAVIA</u> (Former Yugoslav Republic of Magedonia)	NO VISA UNDER 3 MONTHS
<u>ZAIRE</u>	SEE CONGO
<u>ZAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER AND CHOLERA)
<u>ZANZIBAR</u>	SEE TANZANIA
<u>ZIMBABWE</u>	2 VISA APPLICATIONS, 2 PHOTOS Specify single entry or double entries required.

